



Who We Are:

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
 - Provision of quality services for the whole person
 - The value of families; the involvement of families in decisions which affect their members
 - Promoting the individual growth and development of our staff
 - Collaborating and cooperation with community partners based on need
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Position Title: Family Advocate

Pay Rate: \$15.74 to \$18.57 Hourly

Reports To: Assistant Center Manager

Position Summary:

To promote parent involvement through collaborative partnerships which encourage the educational, social and emotional development of all Head Start families. Engage in regular communications with parents and children; provide education, information, and support using home visits, parent contacts, parent meetings and monthly newsletters. Ensure that all work is done in accordance with Head Start Performance Standards, USDA requirements, state licensing requirements and agency policies and procedures.

Benefits:

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 9 Paid Holidays
- Seedling Scholarship Available
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)

Minimum Qualifications:

1. Must be at least 18 years of age.
2. HS/GED Required.
3. Valid Washington State Driver's License & Auto insurance.
4. A credential or certification in social work, human services, family services, counseling or related field. * Candidates who do not meet the minimal education requirement must meet this requirement within eighteen (18) months of hire date and will be placed on a Professional Development Plan.



5. Two (2) Years related work experience in social work/ health setting. Emphasis on ability to determine client eligibility, tracking of services provided, on-going referral and follow-up of service provided to children and families.
6. Bilingual/Bi-literate, English and Spanish required.
7. Knowledge and ability to access community service agencies, knowledge of medical terminology.
8. Ability to do assigned work assignments to meet program work plan and contract deadlines.
9. Basic computer proficiency.
10. Ability to do assignments in an organized, efficient and accurate manner, paying strong attention to detail.

Preferred Qualifications:

- AA in Early Childhood Education, or related field.

Essential Job Functions:

1. Assist parents to transition in and out of the EPIC program in conjunction with team members.
2. Provide written and verbal translation for staff and families, as needed.
3. Function as part of a teaching team in the classroom.
4. Assure implementation of the family and Community Partnerships, and Health content are as detailed as required by performance standards.
5. Provide for and/or coordinate implementation of health screenings, as per performance standards.
6. Assist with the identification of program services providers for medical and dental services.
7. Assist the family in locating a medical and/ or dental provider if family does not have one.
8. Assist families to obtain a well-child exam and complete dental exam for the enrolled child(ren), completing the necessary paperwork to assure that copies of such are placed in the file as Performance Standards.
9. Establish and maintain a system to assure that all attending children have a current immunization.
10. Assure implementation of all health activities including individualized health care plan, referrals and follow-up.
11. Maintain current updated Emergency Procedure forms.
12. Actively work to link the family into existing community resources, including transportation, medical, dental, mental health, food, clothing, early intervention programs, etc.
13. Develop and assess Family Partnership Plan.
14. Assist in developing monthly newsletter and send to parents of enrolled children.
15. Coordination and Integration Activities.
16. Conduct family home visits as required and as needed.
17. Participate in family staffing and Multi-Disciplinary Team (MDT)/IEP meetings as requested by supervisor.
18. Recruit and enroll families assuring that all eligibility requirements for programs are met and that all documentation is accurate.
19. Actively assist staff and parents in the integration of education, health and special services.
20. Attend center family nights, parent meetings and all relevant center activities.
21. May be called upon to facilitate family activities.



22. Participate in family status reviews, briefing and de-briefing sessions
23. Documentation requirements:
 - a. Assemble and maintain the Child and Family file assuring that the files is kept confidential, provide, track and maintain the enrollment, family support, and health sections of the file.
24. Maintain a safe, healthy and sanitary environment, indoors and outdoors, ensuring that children are supervised at all times; respond quickly to crisis or emergency situations that may occur; provide first aid, CPR, and access emergency services as needed.
25. Implement, support, and promote policies and procedures for Child Abuse and Neglect, Child Guidance and Active Supervision.
26. Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of “See Something, Say Something”.
27. Ensure that proper reporting procedures, tracking and documentation for Child Abuse and Neglect are followed as required by agency policy, state law and Head Start requirements. This includes instances of unprofessional behavior, child abuse and neglect, failure to supervise and other policy violations involving staff.
28. Proactively generate and document in-kind contribution.

Other Job Functions:

1. Articulate EPIC’s mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.
4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

Working Conditions/Physical/ Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Work requires daily standing, sitting, walking, stooping, kneeling, lifting, twisting, turning, pushing, pulling, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Some travel to and from main office and training sites.



- Hours of operation range from 4am-5pm with varying 8hr shift assignments.

Additional Skills and Conditions:

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

Personal computer, telephone, copy and fax machines

Conditions of Employment:

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).
6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
7. Complete Child Abuse and Neglect training and all other mandated training.
8. Executive Director Approval.

EPIC is proud to be an Equal Employment Opportunity Employer

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)



I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.